

## Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting  
Date: 7.00 p.m. on Tuesday 18<sup>th</sup> January 2022  
Venue: The Meeting Room, Parish Centre, Grove Street, St Georges, Telford

Chairman: Cllr Richard Overton

Minute Taker: Vicky Brain (Parish Clerk/Responsible Finance Officer)

### Present:

|                |   |            |           |
|----------------|---|------------|-----------|
| Councillors:   | R Overton (Chairman)                        | R Cadman   | S Handley |
|                | A Harrison                                  | R Williams | D Wright  |
| In attendance: | C Lane, Community Projects & Events Officer |            |           |

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| 124/22 | Public Question Time   |  |
|        | There were no members of the public present.   |  |
| 125/22 | Apologies  |  |
|        | <b>Resolved:</b> to accept the apologies from:<br>Cllr E Dabbs - isolating<br>Cllr I Fletcher - unwell<br>Cllr V Fletcher – shielding from the pandemic<br>Cllr B Richards – caring responsibilities<br>Cllr M Warner – unwell   |  |
| 126/22 | Declarations of interest   |  |
|        | There were no declarations of interest at the start of the meeting.<br>Members agreed that they would make any other declarations if they arose during the meeting.  |  |
| 127/22 | Minutes of previous meetings   |  |
|        | <b>Resolved:</b> that the minutes of the Parish Council Meeting held on Tuesday 14 <sup>th</sup> December 2021, having been circulated, be agreed and signed by the Chairman as a true record (apart from a typing error that was corrected on the minutes).   |  |
| 128/22 | Clerk's Update   |  |
|        | The Clerk's update was received and noted.<br>It was noted that following a RoSPA inspection on 20 <sup>th</sup> January, the refurbished Teece Drive play area will be reopening on 21 <sup>st</sup> January.<br>There was a query about whether ecologically friendly materials will be used for the work to the raised bed in the Square at St Georges. The Clerk was asked to discuss this with the contractor. <b>Resolved:</b> to use an ecologically friendly weed suppressant mat, even if it costs more than a plastic one. |  |

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|        | Cllr D Wright gave an update on the repairs needed to the Holyhead Road (discussed during public question time during the December meeting). It has been confirmed that it is definitely on the Telford & Wrekin Council Capital Programme.   |  |
| 129/22 | Planning  |  |
| (a)    | <p><b>Planning Applications received from Telford &amp; Wrekin Council for consideration at Parish Council meeting on 18<sup>th</sup> January 2022</b></p> <p><b>TWC/2021/1056</b><br/> Site address: land adjacent to Fleur, 1 The Hollies, Priorslee Village<br/> Description of proposal: erection of 1no dwelling with associated works<br/> Amended plans received.<br/> <b>Resolved:</b> to comment that having seen the revised plans, the parish council does not object to the proposed scheme provided that the drainage for foul water and surface water meet the requirements of Telford &amp; Wrekin Council and Severn Trent.</p> <p><b>TWC/2022/0029</b><br/> Site address: Lindisfarne, Church Street, St Georges, TF2 9NA<br/> Description of proposal: removal of lowest branch to 1no. apple tree, remove to ground level 3no. larch trees (T2, T3, T4) and side prune up to 1.5m to stop encroachment into garden and regain shape of tree to 1no. Indian bean tree (T5)<br/> <b>Resolved:</b> No Objection</p>   |  |
| (b)    | <p><b>Results of Planning Applications notified by Telford &amp; Wrekin Council</b></p> <p><b>TWC/2021/1127</b><br/> Site address: 10 Chancery Park, Priorslee, TF2 9GP<br/> Description of proposal: erection of single storey rear extension and first floor side extension<br/> Full Granted</p> <p><b>TWC/2021/1176</b><br/> Site address: 4 Highgate Drive, Priorslee, TF2 9FE<br/> Description of proposal: erection of driveway canopy<br/> Full Granted</p> <p><b>TWC/2021/1154</b><br/> Site address: Granville Cottage, Church Street, St Georges, TF2 9LX<br/> Description of proposal: erection of single storey rear extension<br/> Full Granted</p> <p><b>TWC/2021/1096</b><br/> Site address: 15 Abelia Way, Priorslee, TF2 9TJ<br/> Description of proposal: erection of two storey side extension and single storey side and rear extension<br/> Full Granted</p> <p><b>TWC/2021/1018</b><br/> Site address: Ricoh UK Products Ltd, Shifnal Road, Priorslee, TF2 9NS<br/> Description of proposal: Overall reduction by 0.5m to 4no. lime trees (G5, G6, G7, G8) to allow for HGV access to the site, crown lift by 0.5m to 2no. chestnut trees (G1 and G3) and removal of dead wood/branches no greater than 60mm to allow for grounds maintenance access.<br/> TPO Granted</p> |  |

**TWC/2021/0557 and TWC/2021/0558**

Site address: site of Woodhouse Farm, Woodhouse Lane, Priorslee  
 Description of proposal: erection of 16 no. dwellings with associated garages and conversion of existing farmhouse and barn into 5 no. dwellings. Amended plans and site location plan received.  
 Full Granted and Listed Building Granted

**TWC/2021/0722 and TWC/2021/0724**

Site address: former Youth Centre, Gower Street, St Georges  
 Description of proposal: erection of 10no new dwellings and conversion of existing listed building to provide 3 new dwellings, community facility and parish council offices, together with associated landscaping.  
 Full Granted and Listed Building Granted

130/22 Finance

(a)

Expenditure Approvals List**Resolved:** that the following expenditure for January 2022 be approved:

| Name                         | Particulars  | Amount    | Detail          |
|------------------------------|--|-----------|-----------------|
| Staff Salaries               | Salaries and wages for January                               | £2,648.22 | Standing Orders |
| HMRC                         | NI and Income Tax  | £476.08   | Bank Transfer   |
| Shropshire County Pension    | Pension contribution   | £695.56   | Bank Transfer   |
| Zoom                         | Videoconference fee  | £14.39    | Debit Card      |
| BT                           | Quarterly phone bill   | £111.60   | Bank Transfer   |
| JCE Electrical               | Supply and install new light in office                       | £300.00   | Bank Transfer   |
| Transolutions Shropshire Ltd | Window cleaning  | £45.00    | Bank Transfer   |
| Telford & Wrekin Council     | Street lighting for Q2                                       | £5,412.67 | Bank Transfer   |
| Telford & Wrekin Council     | ROSPA annual inspection of play area                         | £100.00   | Bank Transfer   |
| JW Electrical Invoice 3177   | Additional hoist hire for tree in St Georges                 | £180.00   | Bank Transfer   |
| JW Electrical Invoice 3178   | Storage cost for one year                                    | £1,459.99 | Bank Transfer   |
| JW Electrical Invoice 3180   | Final invoice for installation of infrastructure for Lights  | £3,272.00 | Bank Transfer   |
| JW Electrical Invoice 3181   | Supply and Install Christmas lights at the Flash             | £3,002.86 | Bank Transfer   |
| JW Electrical Invoice 3182   | Supply and install 11 lamp post features on Priorslee Avenue | £1,596.49 | Bank Transfer   |
| JW Electrical Invoice 3283   | Installation of Christmas lights                             | £5,433.84 | Bank Transfer   |

|   |   |                   |               |
|---|---|-------------------|---------------|
| JW Electrical Invoice 3184              | Priorslee Christmas tree connection repairs                             | £199.45           | Bank Transfer |
| JW Electrical Invoice 3185              | Gatcombe Way connection repairs   | £240.48           | Bank Transfer |
| JCE Electrical                          | Attend to external lights at parish centre                              | £75.00            | Bank Transfer |
| Taylor's Mechanical, Heating & Plumbing | Replace hot water blending valve  | £337.20           | Bank Transfer |
| Priorslee Property Services             | Modification to Percy the Snake to reduce condensation (materials only) | £80.00            | Bank Transfer |
| Hampshire Flag Company                  | Jubilee bunting for outdoor use – heavy duty PVC – 10 x 20m             | £259.08           | Debit Card    |
| Traditional Fairground Company          | 10% deposit for traditional fairground attractions for Jubilee event    | £49.00            | Debit Card    |
| <b>Total</b>                            |   | <b>£25,988.91</b> |               |

(b)

Budget Comparison Report for the nine months ended 31<sup>st</sup> December 2021

The budget comparison report was received and noted.

(c)

Appointment of an Internal Auditor

The Clerk presented a report about the appointment of a new internal auditor. She said that since 2018, the internal audit has been carried out thoroughly and efficiently by DM Payroll Services. However, SALC recommends that it is good practice to appoint a new internal auditor every few years. The Clerk had therefore asked three different auditors to provide quotations for auditing the 2021/22 parish council accounts. Sue Hackett, who audited the parish council accounts up until 2017, responded to say that she was too busy to take on new clients and that anyway she felt that it was too soon to come back to St Georges and Priorslee Parish Council. Quotations were received from John Henry of JDH Business Services Ltd and Telford & Wrekin Council Audit Services.

**Resolved:** to accept the quotation from JDH Business Services Ltd because it was the lowest quotation (£371.00 for one annual internal audit) and the company had been recommended by other Parish Clerks as providing a good service.

131/22

Declaration of a Climate Emergency

Update from the working group

The working group had its first meeting, by Zoom, on 21<sup>st</sup> December 2021. It was a very positive meeting, with lots of ideas for making the parish more environmentally friendly. The working group will be organising some community consultation events to find out what people living and working in the parish would like to focus on. Mark Latham met with the Community Projects & Events Officer on 18<sup>th</sup> January 2022 to start the process of calculating the parish council's carbon footprint.

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|        | <p><u>Planning Applications and climate change</u><br/> Cllr R Williams remarked that the parish council should be considering climate change implications when considering planning applications. However, the information on how proposals will affect the carbon footprint is not readily available.<br/> <b>Resolved:</b> to contact the Planning Department to find out if information is available on the effects of planned building work or tree work on the carbon footprint.</p>   |  |
| 132/22 | Environment/Public Realm   |  |
| (a)    | <p><u>Community Action Team (Enforcement) Update</u><br/> The Clerk reported that Leah Wallage-Coyne is the new Neighbourhood Enforcement Team Leader and will be the point of contact for the parish. Leah had produced a good CAT report and action plan for December 2021, these should be received monthly from now on. Noted.<br/> It was commented that the Daisy Bank Drive estate in St Georges is often forgotten about, being on the periphery of the parish. The Clerk was asked to bring it to the attention of the Enforcement Team.</p>  |  |
| (b)    | <p><u>Community Action Team (Public Realm) Update</u><br/> The Clerk gave a verbal report. Noted.</p>  |  |
| 133/22 | Gower Project Update   |  |
|        | <p><u>Update from the working group</u><br/> The working group met with the architect, Telford &amp; Wrekin Council officers and representatives from Lovells, by Zoom, on 17<sup>th</sup> January 2022, in order to go through the internal finishes, fittings and fixtures in detail. The working group was shown an attractive computer-generated image of the proposed interior of the community room, in which most of the original features will be retained. The working group needs to meet again to discuss how the building will be used, since that will have implications for security and equipment. There will be a site visit with the Conservation Officer later in the month, to which a representative of the working group is invited to attend.<br/> <u>Agreement to Lease and Lease</u><br/> The parish council's solicitor has been reviewing the draft Agreement to Lease and Lease. The Clerk had heard that day that the amended drafts were ready to return to the Landlord's solicitor.</p> |  |
| 134/22 | Health & Safety  |  |
|        | Nothing to report.   |  |
| 135/22 | Community Projects and Events  |  |
| (a)    | <p><u>Report from the Community Projects &amp; Events Officer</u><br/> The Community Projects &amp; Events Officer's update report was received and noted. It was noted that the two new Jubilee fruit trees are going to be planted by the Balfour Beatty Green Team instead of by the Community Action Team. There will be opportunities for photographs after the trees are planted.<br/> Councillors were asked to consider if the autumn coach trip might go to Worcester instead of Chester this year, for a change. It suggested that it might be good to alternate venues.<br/> <b>Resolved:</b> that the autumn coach trip will be to Worcester in 2022.</p>  |  |

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| (b)    | <u>Calendar of Events for the Year</u><br>A calendar of events for the year was received and noted.<br>There was a suggestion that it would be a good idea to have some activities for children during the School Summer Holiday. However, this would depend on adequate staff/volunteer resources.   |  |
| (c)    | <u>Update from the Queen's Platinum Jubilee Working Group</u><br>The Jubilee working group had its third meeting on 11 <sup>th</sup> January 2022. Members of the working group are busy contacting potential entertainments and activities and inviting community groups and organisations to join in with the event. The Clerk was asked to contact Telford & Wrekin Council to check the licensing requirements for the event. An application for a Telford & Wrekin Council Jubilee Events fund grant will be submitted before the deadline of 4 <sup>th</sup> February 2022. |  |
| 136/22 | <u>Correspondence</u>   |  |
|        | There was none.   |  |
| 137/22 | <u>Next Meeting</u>   |  |
|        | The next meeting will be a Parish Council Meeting to be held at 7.00 p.m. on Tuesday 15 <sup>th</sup> February 2022.<br><br>The meeting closed at 7.52 p.m.   |  |

Signed by Chairman..... Date.....